ATCD-ZC

18 NOV 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Development and Approval of Army Warfighting Requirements - Implementation Guidance

1. References:

a. Memorandum, HQ TRADOC, ATCD-ZC, 24 Apr 02, Development and Approval of Army Warfighting Requirements.

b. Memorandum, HQDA, DAMO-RQ, 10 April 02, External Standing Operating Procedures (SOP).

c. DoD 5000 series Directives, Instructions and Regulations with changes.

d. CJCSI 3170.01B, Requirements Generation System, 15 April 01.

e. Guide for Development of Army Operational Requirements Documents (ORD), 24 Oct 02.

f. Memorandum, CSA, 19 March 01, subject: Approval of Army Warfighting Requirements.

g. Memorandum, HQDA, DAMO-FMR, 12 April 01, subject: Approval of Army Warfighting Requirements - Interim Implementation Guidance.

2. This memorandum provides further guidance for the development and approval of Army Warfighting Requirements documents (Ref 1.a.). TRADOC will sustain efforts on priority Objective Force Transformation requirements with complete analytic packages. These procedures are effective immediately for the generation and determination of all materiel requirements and updates to approved requirement documents.

3. **Initial Analysis Phase.** The Mission Area Analysis (MAA) and Mission Needs Analysis (MNA) remain key to our process of initial analysis, identification of warfighting required capabilities, and generation of requirements documents. Proponents will archive the results of the MAA and MNA for future use in requirements document development.

18 Nov 02

ATCD-ZC
SUBJECT: Development and Approval of Army Warfighting Requirements - Implementation Guidance

a. The results of the MAA should be summarized in a one or two-page document that clearly answers the questions:

(1) What capability/mission is to be provided/satisfied?

(2) What are the battlefield conditions under which this capability will be provided?

b. The MNA must identify alternative means (from existing means) to accomplish this mission across DOTLM-PF, and, assess each of the identified alternatives in terms of ability to achieve the mission (or provide capability). Providing answers to the following two areas will comprise the MNA:

(1) Identify other ways to satisfy this capability/mission from existing materiel and non-materiel alternatives.

(2) Assess the ability of identified alternatives to satisfy this capability (this qualitative assessment should include any cost savings identified with introducing the capability).

4. **O&O Documentation and ORD Request Phase.** Proponents will request DCSDEV approval to initiate an ORD or to update/revise an existing ORD. Proponents will submit a memorandum to the DCSDEV, subject: Document Development Request (DDR) and enclose an O&O document consisting of the details in paragraphs 1 & 2 of the ORD format (ref 1.e.). Upon approval of the O&O document and the request to initiate or update an ORD, the Functional Directorates will prepare a memorandum for DCSDEV signature directing the proponent to develop/update the ORD.

5. **ORD Development and Analysis of Alternatives (AoA) Phase.** In parallel with approval to develop the ORD, the Functional Directorates will prepare a memorandum, for ACAT I and II programs requesting HQDA initiate an AoA for all the system(s) described in the ORD. For ACAT III programs, the Functional Directorates will prepare a memorandum for the DCSDEV signature directing the proponents to conduct the AoA.

ATCD-ZC
SUBJECT: Development and Approval of Army Warfighting Requirements - Implementation Guidance

6. **ORD Approval Phase.** The ORD approval process remains the same as 24 Apr 02 memorandum (Ref 1.a.).

7. TRADOC DCSDEV Requirements Integration Directorate will continue to monitor the status and staffing of all requirements with DA and integrate/provide AROC scheduling and presentation details.

8. Point of contact for this action is Mr. Richard (Randy) Thompson, x2008, thompsonrr@monroe.army.mil.

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